

# **LOCKWOOD FIRE PROTECTION DISTRICT**

23141 Shake Ridge Road Volcano, CA 95689

## **Meeting of the Board of Directors Agenda - February 26 - 6:00 p.m.**

**In-person Meeting** at Station 151 - 23141 Shake Ridge Rd., Volcano CA  
95689

### **Join Zoom Meeting:**

<https://us06web.zoom.us/j/85951909631?pwd=AvAyWARZQDo7jz8yt0vCAftnEX5XN9.1>

Meeting ID: 859 5190 9631

Passcode: 624907

### **1. Call to order and reading of the mission statement.**

LFPD CREED: The principal purpose of this district is the protection of its citizens through the prevention and extinguishing of fires and the protection of life and property. May each action taken by this board be for the benefit of the district and for no other purpose – self serving or otherwise.

### **2. Establish quorum-roll call**

### **3. Closed session. Closed session Authority:**

According to the California Government Code 54957, the Lockwood Fire Protection District Board of Directors reserves the right to hold a closed session for consideration of real property negotiations, pending litigation, threats to public buildings or public access and personnel matters. **No closed session.**

### **4. Public Comments:**

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Lockwood Fire Protection District; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting.

### **5. Discussion Items:**

### **6. Action Items:**

a. Adopt updated conflict of interest language for OPM section 1020.2 as follows:  
Directors shall file Form 700 Statements of Economic Interests annually on April 1st with the Lockwood Fire Protection District and retain the Form 700s for all Board members.

Motion\_2<sup>nd</sup> \_\_\_\_\_ Vote: Yeas \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

b. Approve Resolution adopting the updated Policy and Procedures Manual Section 1020.2. The updated policy and resolution will be sent to the Amador County Registrar of Voters.

Motion\_2<sup>nd</sup> \_\_\_\_\_ Vote: Yeas \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

a. Read out the results of the survey postcard count conducted at the 2/20/24 Special Meeting and discuss next steps. Possible action required.

*See also - Attachment: Survey Results spreadsheet prepared by Director Don Dowell.*

Motion\_2<sup>nd</sup> \_\_\_\_\_ Vote: Yeas \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**7. Approval of Minutes from Board Meeting of January 22, 2024**

Motion\_2<sup>nd</sup> \_\_\_\_\_ Vote: Yeas \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**9. Budget report**

**10. Chief's Report**

**11. Committee Reports:**

- Grant Committee
- Fiscal and Planning Committee
- Policies and Procedures Committee
- Building and Maintenance Committee
- Communications and Outreach
- Disaster Preparedness Ad Hoc Committee

**12. Auxiliary Report**

**13. Adjournment**

Motion 2<sup>nd</sup> \_\_\_\_\_ Vote: Yeas \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**14. Next Board Meeting: Monday, March 25th.**

To: Lockwood Fire Protection District Board of Directors

From: Ad Hoc Survey Committee

Re: Survey Results

The following are the results of the survey as of the deadline of February 16, 2024. We are still receiving a few stragglers in the mail which will be incorporated into the totals as presented to the Board at the February 26<sup>th</sup> meeting, but these late entries are not likely to change the totals significantly.

Respectfully submitted,

<b>Survey Totals</b>				
Yes with address:	176	<b>Yes</b>	<b>239</b>	<b>67.13%</b>
Yes with no address:	63	<b>No</b>	<b>77</b>	<b>21.63%</b>
No with address:	37	Need more Info	40	<b>11.24%</b>
No with no address:	40	Returned surveys	356	
Need more info w/ address:	24	Undeliverable count	33	
Need more info w/o address:	16	Sent Surveys	1098	
		Participation percent		<b>32.42%</b>

Don Dowell

Board Member

Ad Hoc Committee member

# **LOCKWOOD FIRE PROTECTION DISTRICT**

23141 Shake Ridge Road Volcano, CA 95689

## **Special Meeting of the Board of Directors Minutes - January 8th - 6:00 p.m.**

### **Zoom Meeting only**

Join Zoom Meeting:

<https://us06web.zoom.us/j/82932335913?pwd=8Hsi3Drbw8bIMuynT6nVJ10ispbMDb.1>

Meeting ID: 829 3233 5913

Passcode: 458906

**Meeting was called to order at 6:08pm.**

### **1. Call to order and reading of the mission statement.**

LFPD CREED: The principal purpose of this district is the protection of its citizens through the prevention and extinguishing of fires and the protection of life and property. May each action taken by this board be for the benefit of the district and for no other purpose – self-serving or otherwise.

### **2. Establish quorum-roll call**

President called roll, all present. Quorum established.

### **3. Closed session. Closed session Authority:**

According to the California Government Code 54957, the Lockwood Fire Protection District Board of Directors reserves the right to hold a closed session for consideration of real property negotiations, pending litigation, threats to public buildings or public access and personnel matters. **No Closed session.**

### **4. Public Comments:**

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Lockwood Fire Protection District; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting.

### **5. Action Items:**

**a.) Discuss and approve survey mailer to community regarding the proposed parcel tax increase for fire protection.**

Ad Hoc Committee member Jackie Vaughn commenced screensharing to show the mailer the AHC has sent to Condrashoff Fabrications, and mentioned that they would be able to suggest any last-minute advice or changes with regard to format and legibility of the mailer.

It was confirmed that a majority affirmative vote from the public would require a ballot measure be drafted to conduct a formal vote for the parcel tax increase.

Jackie mentioned that, by the time a ballot measure would need to be drafted, the question of “voter or parcel owner” would need to be answered; Currently mailers are being shipped to parcel owners, but it should be considered that not all residents with voting power voters may be homeowners (and thus liable for parcel tax), and not all parcel owners may be full-time Amador County residents (and thus registered to vote in Amador County, in town to check their mail frequently, or familiar with LFPD in any meaningful capacity.)

The idea was also floated that a dollar or percent range be used to convey the PTI increase estimation, to prevent giving the public too low or high of a projection compared to what may be officially proposed. Jackie agreed to get Condrashoff owner Benita’s insight on this, with her extensive experience producing mailers. It was agreed that the \$150 property tax assessment would be changed to a range of \$150 - \$200 if Benita thought this would read well to recipients and not cause confusion.

The mailer would be sent to constituents by February 16, 2024, with costs not to exceed \$2,500.

Motion to authorize print and distribution of the Ad Hoc committee’s mailer survey on proposed parcel tax increase to maintain LFPD’s independence: Director Dowell moved to approve.

Motion\_2<sup>nd</sup>: Director Cookie Stevens

Vote: Yeas   5   No        Absent        Abstain       

## **6. Adjournment**

Motion to approve adjournment by Director Stevens

Motion 2<sup>nd</sup>: Director Dowell

Yeas   5   No        Absent        Abstain       

**Board Meeting: The next Board Meeting will be held January 22, 2024**

# **LOCKWOOD FIRE PROTECTION DISTRICT**

23141 Shake Ridge Road Volcano, CA 95689

## **Meeting of the Board of Directors Minutes - January 22 - 6:00 p.m.**

**In-person Meeting** at Station 151 - 23141 Shake Ridge Rd., Volcano CA  
95689

### **Join Zoom Meeting:**

[https://us06web.zoom.us/j/81894719377?pwd=IN2EF96YvVpqO6gNa0abKO  
M3Yget1G.1](https://us06web.zoom.us/j/81894719377?pwd=IN2EF96YvVpqO6gNa0abKO<br/>M3Yget1G.1)

Meeting ID: 818 9471 9377

Passcode: 782531

**The meeting was called to order at 6:13pm by Board President Jan Hewitt.**

### **1. Call to order and reading of the mission statement.**

LFPD CREED: The principal purpose of this district is the protection of its citizens through the prevention and extinguishing of fires and the protection of life and property. May each action taken by this board be for the benefit of the district and for no other purpose – self serving or otherwise.

### **2. Establish quorum-roll call**

President Hewitt called roll, all present. Quorum established.

### **3. Closed session. Closed session Authority:**

According to the California Government Code 54957, the Lockwood Fire Protection District Board of Directors reserves the right to hold a closed session for consideration of real property negotiations, pending litigation, threats to public buildings or public access and personnel matters. **No Closed session.**

### **4. Public Comments:**

**PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Lockwood Fire Protection District (LFPD); however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting.

Ad Hoc Survey Committee member Sharon Dowell presented three questions to add to the Parcel Tax Increase FAQ on LFPD's website, which were as follows:

1. What has been submitted to LAFCO on behalf of LFPD?
2. What happens if dissolution of LFPD is approved through the LAFCO process?
3. What assets will be turned over to Amador Fire Protection District?

The board agreed to add these questions, with their answers, to the Parcel Tax Increase FAQ.

A member of the public asked if the survey was mailed to every parcel. Board Director

Don Dowell replied that the Board had a list of residences, acquired from the Assessor's Office, by parcel number; Each valid address from each parcel was sent a survey mailer. Director Dowell and the Ad Hoc Committee had agreed to take responsibility for any mailers that were returned to sender, but that may still be distributable. Director Dowell has offered to check addresses against the assessor's list, and will distribute them to anyone still in need of theirs.

Ad Hoc Committee member Jackie Vaughn reminded everyone to add their address to their return postcard, as responses without addresses can't be counted, in the interest of preventing fraudulent voting.

A member of the public asked how many parcels there were. Director Dowell replied that there were 1,453 parcels, spanning to Louise Lane.

A member of the public asked the Board to consider putting the mailer on the website. Director Dowell responded it would be kept off of the website in an additional measure to prevent fraudulent voting.

## **5. Action Items:**

Explain changes in Form 700 (Statements of Economic interest) filing procedures and the requirement to adopt the approved conflict of interest code.

Board President Jan Hewitt first explained that every year, the Board signs a form holding them accountable for verifying any conflicts of interest. The document is public, and anyone can view it. The County will no longer retain the forms. The Operations Policy Manual will need to be updated to reflect that LFPD will retain the forms in the future. This will have to pass as a resolution at the next Board meeting. Action deferred until the next Board Meeting.

Motion\_2<sup>nd</sup> \_\_\_\_\_ Vote: Yeas \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

## **6. Discussion Items:**

a. Provide an update on LAFCO process for potential Lockwood merger with AFPD.

President Hewitt and Director Dowell reported that they met with the LAFCO Executive Director Byron Damiani about the required forms and processing fees. Director Dowell added that LAFCO and AFPD had canceled their February meetings, and that there was not likely to be any additional forward momentum until March.

Jackie Vaughn asked if this meant AFPD hasn't moved forward with their side of the LAFCO process yet. Director Dowell confirmed that there had been no new progress on AFPD's side of the LAFCO process. Jackie asked if, when this changes, AFPD would be billed for their part of the process. President Hewitt responded that AFPD would indeed be billed as the process moved forward.

b. Provide an update on the Ad Hoc Committee's parcel tax survey mailers.

A recap was given of the formation of the Ad Hoc committee, and the survey mailer initiative to gauge community receptivity to a parcel tax increase if necessary to keep LFPD independent. The cost of the mailers is not to exceed \$2,500, and the formation of the committee and mailer initiative passed 5-0 at the board meeting of November 27th, 2023.

A member of the public asked if multiple parcel owners would receive one vote for each parcel they owned. Director Dowell replied that the approach to ownership of multiple parcels had not yet been figured out, but would be determined after the Ad Hoc Committee had received a significant number of responses; He also asked respondents to note on their return postcard how many parcels they owned, but to only include one address. Director Dowell asked this member of the public if they paid a separate fee for each parcel. This person responded that they did.

A member of the public asked why a vote was being conducted if the Ad Hoc Committee and Board hadn't decided how to approach vote allotment for owners of multiple parcels. Director Dowell responded that only 91 people own multiple parcels, so it was by no means a majority, but that he agreed that every parcel owned should entitle its owner to one vote each. Director Dowell reported that the Ad Hoc Committee was at an impasse about this subject, but needed to move forward in order to get the mailers circulated with enough time for parcel owners to respond. He added that this was not a formal vote to increase parcel tax, but an opinion survey to discover if it would be worthwhile to draft a ballot measure proposing an increase of parcel tax.

President Hewitt added that any information about moving forward with a ballot measure would be discussed at the next regular Board meeting after the survey votes had been counted. Director Dowell anticipated that a verdict on how to handle the vote allotment for multiple parcel owners should be reached before then.

President Hewitt and Jackie Vaughn agreed that the Board should decide before the next regular Board meeting how many votes multiple parcel owners would receive, and that this should be solidified prior to drafting a ballot measure.

In closing, President Hewitt mentioned that February 16th would be the last day for the Ad Hoc Committee to receive the survey response postcards, and that an Ad Hoc Committee member and a Board member would be picking them up from the PO box after the 16th.

## **7. Approval of Minutes from Board Meeting of October 23, 2023**

At the November 27, 2023 Board Meeting it was moved that these minutes be tabled, and that the new Board Secretary proofread and correct the former Board Secretary's submitted minutes, at the request of a member of the public.

Motion to approve the minutes as submitted: Board President Hewitt moved to approve.

Motion 2<sup>nd</sup>: Director Joanne McLachlan

Yeas   5      No         Absent         Abstain     

## **8. Approval of Minutes from Board Meeting of November 27, 2023**

Motion to approve the minutes as submitted: Board President Hewitt moved to approve.

Motion 2<sup>nd</sup>: Director McLachlan

Yeas   5      No         Absent         Abstain     

## **9. Budget report**

Director Dowell delivered his budget report.

A member of the public asked if LFPD or the Board were really considering turning their assets over to AFDPD over being \$1600 in the red. President Hewitt replied that this budget report was Year To Date, or currently only one month of data. Director Dowell added that LFPD would be spending much more during peak fire season.

## **10. Chief's Report**

Interim Chief Binz reported that Thursday training had been going well, and that two volunteer firefighters had now been enrolled in an EMT class (with \$2,195 of Measure M funds).

Firefighter Steve Clark had moved on to AFDPD; He was a fantastic Company Officer and had been on AFDPD's hire list for some time, serving LFPD as he waited for space to open up for a career position with AFDPD. He had staffed Station 151 on all weekdays, and changes to that



structure have resulted in two firefighters responding from home throughout the week, and firefighter Seth Babcock staffing Station 151 from Friday to Monday with Chief Binz.

Firefighter Rich Fugere was nominated as Firefighter of the Year, as he has jumped in with both feet and been doing an excellent job. He is one of two volunteers enrolled in the EMT class, and has been taking everything thrown at him with stride.

Chief Binz reported that it would be necessary to get all apparatus their winter maintenance (A Service; B Service), sending one apparatus out for repairs at a time starting in February, with each apparatus sent out a couple weeks after the other. Estimated cost of repairs per apparatus: \$3,275

## **11. Committee Reports:**

### **Grant Committee**

Director Dowell reported he had attended a FEMA workshop for a firefighters' grant, and that the application period for this grant was approaching. The grant prioritizes small districts with older apparatus. He mentioned that this included a match of 20% towards a Type 6 engine or tactical tender, and suggested LFPD's Type 6 be considered as the target of these funds, as it responds to most of LFPD's calls, but that ultimately this would be left up to Chief Binz.

### **Policies and Procedures Committee**

Director Cookie Stevens reported she is working on Operation Policy Manual updates, and would be adding the Form 700 and Interim Fire Chief documents.

### **Building and Maintenance Committee**

No building issues.

### **Communications and Outreach**

No major updates. Secretary & Public Information Coordinator Golightly reported that two Parcel Tax FAQ question submissions had arrived, but were different wordings of the same question, so were merged together and answered on the website. She shared that otherwise, the only correspondence had been two people writing to ask for LFPD patches for their own, or their child's, collection. Secretary Golightly had learned from Chief Binz that retired patches could be given out if there were any, but that none could be located. Ron, a member of the public, mentioned that typically a new patch would be designed each time there was a change in Fire Chief. Secretary Golightly asked Chief Binz if he'd like to have her design a new patch; He politely declined, although the idea was posed to consider it again after a permanent Fire Chief is eventually found, as there was some agreement that LFPD's current patch uses colors more commonly associated with law enforcement.

## **12. Auxiliary Report**

President Hewitt reported that the Auxiliary met this morning with fantastic attendance (estimation of 14 people), and everyone brought a wealth of good ideas and enthusiasm. Plans had solidified for the March 9th Book and Bake Sale, Tacos De Mayo on May 4th, and the Clothing Drive pickup dates at Pine Grove Market every Saturday in April. The Pancake Breakfast & Bake Sale on June 8th would also be the debut of the new LFPD mascot shirts. Discussions tabled for future meetings included: Arrangements for Souper Supper, with potential as a fall event; Fall Concert (formerly Halloween Concert); December community potluck; Cookies With Santa event.

## **13. Adjournment**

Motion to adjourn: Director Dowell moved to adjourn.

2<sup>nd</sup>: Director Kelly McGee

Vote: Yeas 5 No        Absent        Abstain       

**Meeting adjourned at 7:58pm.**

Next Board Meeting: February 26th, 2024

# **LOCKWOOD FIRE PROTECTION DISTRICT**

23141 Shake Ridge Road Volcano, CA 95689

## **Special Meeting of the Board of Directors Minutes - February 20 - 6:00 p.m.**

**In-person Meeting** at Station 151 - 23141 Shake Ridge Rd., Volcano CA 95689

Join Zoom Meeting:

<https://us06web.zoom.us/j/85025453777?pwd=KjwFCFnjK9YlSnQ60SSHZp7BnJCXNa.1>

Meeting ID: 850 2545 3777

Passcode: 137464

**The meeting was called to order at 6:18pm by Board President Jan Hewitt.**

### **1. Call to order and reading of the mission statement.**

LFPD CREED: The principal purpose of this district is the protection of its citizens through the prevention and extinguishing of fires and the protection of life and property. May each action taken by this board be for the benefit of the district and for no other purpose – self serving or otherwise.

### **2. Establish quorum-roll call**

President Hewitt called roll; Four of five Directors present. Quorum established.

### **3. Closed session. Closed session Authority:**

According to the California Government Code 54957, the Lockwood Fire Protection District Board of Directors reserves the right to hold a closed session for consideration of real property negotiations, pending litigation, threats to public buildings or public access and personnel matters. **No closed session.**

### **4. Public Comments:**

**PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Lockwood Fire Protection District; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting.

### **5. Discussion Items:**

- a. Count responses to survey on parcel tax increase.

The Board had set up baskets for each category (Yes, No, Need More Information and Return to Sender). Ad Hoc Committee members Jackie Vaughn and Sharon Dowell were present to help unseal and separate the response postcards into different stacks, which would then be separated into subcategories (With Address and No Address Included), after which any response with an address could be counted as a vote.

President Hewitt, Director JoAnne McLachlan and Director Cookie Stevens separated the Yes, No, and More Information categories.

Jackie Vaughn agreed to help Director Don Dowell make progress on the task of matching respondent names with addresses from a list of parcels by owner, received from the Assessor's Office, in the case of responses received without addresses. This would be done only where possible (ex. where there was no question that a name matched a record of parcel ownership and not in the event of exceedingly common names belonging to multiple respondents), and Director Dowell clarified that this lengthy process would very possibly require an additional day to complete. It was also agreed that this would be sufficient because responses submitted without addresses could not count toward actual vote weight, and thus could only serve as an additional insight into the opinions of the community.

The Board then separated into groups to count each response category. They notified members of the public attending in-person that this process would not be very engaging or interesting in the spirit of moving things along quickly, so attendees were welcome to stay, leave or visit their cars for the duration of the counting period.

During the count, one Zoom attendee asked in the chat room why a member of the public was being allowed to handle the votes. Secretary Zi Golightly replied that Ad Hoc Committee member Sharon Dowell was merely helping try to decipher some respondents' handwriting, as some respondents had included comments (to the effect of "I would say yes, if..." or "No, unless...") instead of selecting an option. These respondents' handwriting needed to be read in order to decide how or if to count these votes. Secretary attempted to answer as many of the three Zoom attendees' questions as possible, while also taking meeting minutes and attempting to fix audio routing issues.

The results were announced after all the postcards submitted without addresses had been sorted into Director Dowell's stack. These totals were as follows:

YES with address: 169  
YES without address: 62  
NO with address: 39  
NO without address: 37  
Need more information: 42  
Return to sender: 33

Director Dowell said that he would continue counting the No Address submissions and cross-referencing with the parcel owner list, but that the added totals would not likely have a meaningful impact on the totals. It was also estimated that a few additional responses sent out late on February 16th could still be in the mail, and may continue arriving in the six days before the next regular Board Meeting. Jackie Vaughn agreed to continue checking the PO box and submitting these postcards for count, as a part of the interest check for this topic.

Director Dowell said he would prepare a list or spreadsheet of the total votes for the next Board meeting.

## **7. Adjournment**

Motion to adjourn: President Hewitt moved to adjourn.

2<sup>nd</sup>: Director Dowell

Vote: Yeas   4   No        Absent   1   Abstain       

**Meeting adjourned at 7:20pm.**

Next Board Meeting: February 26th, 2024

LOCKWOOD FIRE PROTECTION FY2024		MONTH:	1/31/2024		
			<b>BALANCE SHEET</b>		
<b>ASSETS:</b>					
101780	Cash - General Fund		\$	110,827	
101785	Cash - Capital Improvement Fund		\$	59,036	
101786	Cash - Measure M & Prop 172		\$	259,465	
115001	Cash - El Dorado Savings/WestAmerica		\$	-	
	Total Cash & Investments		\$	429,328	
111004	Accounts Receivable		\$	38,695	
142000	Prepaid Expenses		\$	2,139	
150620	Fixed Assets-Structure		\$	380,931	
150630	Fixed Assets-Equipment		\$	1,072,205	
150631	Fixed Assets-Depreciation		\$	(994,136)	
	Total		\$	929,162	
<b>LIABILITIES AND FUND BALANCES:</b>					
	Liabilities		\$	106,197	
	Investment in Fixed Assets		\$	447,156	
	Reserves and Control Balances		\$	295,689	
	Total		\$	849,042	
			<b>INCOME STATEMENT</b>		
		<b>M</b>		<b>Year</b>	<b>Annual</b>
<b>Revenues:</b>		<b>YTD</b>		<b>Month</b>	<b>to-date</b>
					<b>Budget</b>
44100	Interest income			3,248.36	9,246.04
45640	Intergovernmental				4,000
45641	Prop 172				
45641	Measure M	126,559.28		10,910.42	126,559.28
46024	Mitigation Fees				
46025	Impact Fees				1,000.00
47010	Assessments				42,862.50
47890	Donations/Fundraisers				76,000
47890	Other (StrikeTeam,AFPD,etc.)			-	13,049.12
	Total Revenues	126,559.28		14,158.78	192,716.94
					270,000

LOCKWOOD FIRE PROTECTION FY2024		MONTH:	1/31/2024		
				<b>Year</b>	<b>Annual</b>
<b>Expenditures:</b>		<b>YTD</b>		<b>Month</b>	<b>to-date</b>
					<b>Budget</b>
50100	Salaries - Firefighters	99,581.34		9,950.00	99,581.34
50310	FICA - Firefighters	6,274.52		761.18	6,274.52
50500	Workers Comp Insurance	11,563.50			11,563.50
50600	Unemployment Insurance	916.67		497.19	916.67
51500	Insurance & Bonds			62.62	11,577.30
51800	Maintenance - Buildings & Structures				248.00
51900	Supplies - Firefighters				8,231.43
52200	Office Expense				500.05
52300	Professional & Services			3,645.67	4,130.67
52302	Outside Legal				941.50
52328	Professional Services - Audit				
52400	Public & Legal Notices				
52870	Staff Training	1,074.00			1,074.00
52900	Vehicle Expenses				
52900	Vehicle Expense - FUEL			357.29	5,465.99
56200	Equipment / repairs				
53000	Utilities			829.93	5,520.89
	Subtotal Expenses	119,410.03		16,103.88	156,025.86
	Excess of Revenue over (under) Expenditures before loan payments	7,149.25		(1,945.10)	36,691.08
					(61,780.00)
			<b>CAPITAL ACTIVITY</b>		
56100	Buildings and Improvements			-	-
56200	Capital Equipment			-	-
	Subtotal Expenses			-	-
	Total Expenses			16,103.88	156,025.86
	Excess of Revenue over (under) Expenditures after loan payments	7,149.25		(1,945.10)	36,691.08
	Total M				(76,780.00)

## Minutes of LFPD Auxiliary Meeting

JANUARY 22, 2024

1. Call Meeting to Order: The meeting was called to order at 10:05 a.m. by President Dyann Paradise. Those attending: President Dyann Paradise, Lynn Gravesen, Sherri Binz, Deb Elliot, Treasurer Terry Bolyard, Bobbie Crowell, Donna Forsythe, JoAnne McLachlan, Jackie Vaughn, Lura O'Brien, Secretary Zi Golightly, Interim Chief Randy Binz

2. Minutes of January 22, 2024: The minutes were tabled to fix some account totals recorded backwards (checking's amount inputted for savings, and vice versa). Treasurer Terry Bolyard moved to approve the minutes after this change was made. Bobbie Crowell seconded. The motion passed with all Yeas.

3. Treasurer's Report:

\$55 in donations placed in the Boot during the Cookies With Santa Event

\$10 Reimbursement to Jan Hewitt for purchase of electric chafing dish for Auxiliary food events

\$0.88 (Two donations of \$0.44 each) from UK Donations

Checking: \$4,715.81

Savings: \$14,008.56

4. Chief's Report:

Calls: 7 Medical aid, 1 structure fire, 1 electrical hazard, 6 traffic collisions – Chief Binz took this time to remind everyone to slow down when it's snowing, raining or icy, and to ask others to do the same.

Purchase proposal: 6 long sleeved Class B uniform tops, 2 firefighter badges, 1 Chief badge, 12 beanies, 2 EMT multitool instruments for the volunteers enrolled in EMT class. Will order after the cost of the Chief Badge and long sleeved Class Bs are confirmed.

Chief Binz took a moment to show everyone the new large TV used primarily for live dispatch and staffing through an app called I Am Responding. He explained how the app worked to those unfamiliar with it.

### **OLD BUSINESS:**

a.) Cluster Boxes

Lynn and Bobbie took a day trip to observe and document all the cluster boxes and their state of wear. Four new cluster box locations were discovered, and Bobbie added these to a list she had made for Gary and Lynn. She passed the list around for everyone to see, and additionally passed around a clear plexiglass placard she acquired from Staples, with a Book & Bake Sale flier inside, to demonstrate her idea for weatherproofing the paper announcements.

A decision about whether to use the placard approach, continue with the old approach of clear flier boxes, or find a different method will need to be made before any construction progress can begin. The current ideas should be run by Gary Vaughn, Bill McKenna and Ron Paradise, who can help determine the best approach to weatherproofing or propose alternate methods before they begin building the replacement boxes. It was suggested that real estate agents be contacted and asked about their favorite cluster box construction. Although it would be preferable to have boxes with at least 5 fliers inside for residents to take, the single-flier placard method would eventually begin to save on printing costs. Bobbie had acquired a rough estimate of \$96 in total to make a

placard for each cluster box, and she volunteered to handle the updating of the event messaging in each box (removal of past event fliers and replacement with either an upcoming event flier or a Join The Auxiliary infosheet). Deb suggested that after Gary decides on construction materials, that the Auxiliary can save money if everyone searches their garages or storage and see if they have any of the materials Gary needs. Bobbie reported that Debbie & Tom Abrams have t-posts. Sherri suggested that Bobbie take charge of that group and that everyone be sure to communicate with her about it.

#### b.) Signage

Deb Elliot showed a mylar sign base she had brought with her, and explained that its reflective background served as good contrast for opaque letters that could be applied somehow – Painting, vinyl or the like. Everyone agreed that this would be a good method for which to display the Book & Bake Sale advertising, and that these signs could be left out and presumably not messed with in the same way that A-frame signs tend to be.

### **NEW BUSINESS:**

#### a.) Book & Bake Sale

Deb reported that Debbie Abrams had volunteered to be in charge of the bake sale portion of the event. Zi shared that the baked goods signup sheet was live and had a few signups already from people baking cookies, although the bake sale was by no means exclusive to cookies. Coffee would be priced at \$1 per cup.

The Book & Bake Sale flier would soon be rolled out to the email list, and either a spreadsheet or an email thread of locations at which to post fliers. Zi volunteered to post fliers throughout Jackson at the grocery store bulletin boards there, as well as at Pine Grove Market and IGA Pioneer. She encouraged others to post fliers anywhere they frequent, such as community centers or their churches, where appropriate.

Deb also shared that book collections had already begun, and that she had rented the box truck. The two Saturdays preceding March 9th (February 24th and March 2nd) would serve as collection days at Station 151, which Chief Binz had approved. The event itself would need a setup and breakdown crew. Ernie Capernacle made a generous donation of many books, but can't move them all himself, so offered to allow another book sale to happen later in the year at his house, as he's willing to part with all books on his top floor.

#### b.) Marketing

Jackie wrote and submitted an Ad Hoc Committee article to the Ledger Dispatch's print from Friday, February 9th, and by merging it together with the article about the revitalization of Lockwood's Auxiliary, she was able to buy a quarter page to hopefully get more eyes on either article. A copy of the Ledger Dispatch was passed around, and the Auxiliary article was very uplifting.

Bobbie asked how public information has been handled for the Auxiliary in the past. Lynn and Deb responded that it hasn't been very structured in the past, but that Deb was now in charge of information and coordination.

Deb suggested that the signage for the Book & Bake Sale event, in the form of the mylar signs and the A-frames, be placed out immediately. Zi volunteered to go letter the A-frames and to bring one to Station 151, and to add the event to the website and make an email push campaign after. Deb said she would see about fitting the mylar signs over the corrugated plastic Pancake Breakfast signs.

When the idea of making a Facebook Group (or page) for the Auxiliary resurfaced, Jackie and Zi proposed the idea of giving Groups.io a try, as choosing Facebook limits who can

participate only to those who feel safe or willing to have a presence on Facebook, excluding many people who do not. Two members of the Auxiliary shared that any avenue besides a social media group/page would be preferable. The idea of trying out Groups.io as an alternative to nesting email threads and replies, appeared favorable; Jackie agreed to set up a Groups.io group for the LFPD Auxiliary and advised everyone to be on the lookout for email invitations to the platform.

c.) Upcoming Events

MARCH 9th Saturday: Book & Bake sale, 9am-1pm at Station 151

APRIL all Saturdays: Clothing drive, 9am-1pm at Pine Grove Market

MAY 5th Saturday: Tacos De Mayo, 5pm-8pm at Station 152

**Report by Board President Jan Hewitt:** Jan was not present for this Auxiliary meeting.

**Adjournment:** The meeting adjourned at 11:07 a.m.

**Next LFPD Auxiliary Meeting on March 5th at Station 151 at 10:00 a.m.** This meeting is to discuss final planning for the week immediately leading up to the Book & Bake Sale Event, as well as discuss and prepare for April's clothing drive.

Recording Secretary,  
Zi Golightly